

Public Works Director

NORWALK, IOWA

The City of Norwalk is looking for an experienced and professional leader who can coordinate all operations within the Public Works Department and plan, develop, and construct City projects. The successful candidate will be team oriented with skills to manage and direct professional and technical staff in the area of development, oversee professional engineering contracts, and maintenance of City systems.

Salary Range: \$89,000 to \$115,000

Education and Experience: Extensive knowledge in construction methods, materials and equipment as applied in municipal public works. Considerable knowledge of the modern principles and practices of municipal public works administration. Working knowledge of finance, administration, and budgeting. Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning. Have the ability to establish and maintain effective working relationships with employees, other city officials, and the general public. Considerable administrative and operational public works experience; graduation from a four-year college and certification as a Professional Engineer (PE).

Functional Requirements: Must be available for after hour calls.

Residency: Department Heads are encouraged to live within the City limits. Those that choose to live outside the city limits must live within a 30-minute response time.

Application Submittal: Qualified candidates should submit cover letter, resume, professional references, and required City of Norwalk application to City Hall via email (lnelson@norwalk.iowa.gov). Application materials should be in Adobe PDF format. Application forms and a complete job description are available at www.norwalk.iowa.gov . The screening process for this position is ongoing and will continue until the position is filled. To ensure consideration for this position, please submit your application as soon as possible. The first review of applicants will begin on June 16, 2017.

EOE



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| Department: | Public Works | Salary: | \$89,000 to \$115,000 |
| Title: | Public Works Director | Date: | 7/6/2017 |
| FLSA: | Exempt | Reports to: | City Manager |
| Residency: | 30 minute response time | | |

DEFINITION

The Public Works Director is responsible for the planning, budgeting, and management of all public improvement projects and the City's infrastructure. The Public Works Director is also responsible for ensuring that public improvement projects are constructed in accordance with State laws and accepted engineering standards while minimizing risk to the public and managing the public resources responsibly.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Capital Improvements

- Design - Provide engineering design service contract management for Public Works projects and provide management of capital improvement projects.
- Construction - Provide construction contract administration and construction field services for public improvements and subdivision work.
- Acquisition - Support City projects and programs requiring the purchase or disposition of real estate. This includes projects with federal funding sources.

Utilities

- Sanitary Sewer - Provide systematic construction, reconstruction, and repair programs for sanitary sewer infrastructure. Administer the City's sewer construction permitting program.
- Stormwater - Provide systematic construction, reconstruction, and repair programs for stormwater infrastructure. Administer the City's MS4 Permit.
- Water Distribution System - Provide systematic construction, reconstruction, and repair programs for water distribution infrastructure. Administer the City's water construction permitting program.

Development

- Development Review - Perform plan reviews for all public improvement and subdivision projects. Manage contracts for engineering review of plats and engineering inspections.
- Right-of-Way Management - Coordinate placement of private utilities, streetlights, driveways, encroachments, sidewalks, and trails in street right-of-ways.

Traffic & GIS

- Transportation Planning - Provide long range transportation planning to support capital improvement planning and design. Manage traffic studies and analysis for public and private improvements.
- Traffic Operations - Assist with implementation of traffic operations.

- GIS/Mapping - Provide support for engineering project design preparation, maintain GIS and mapping data, fulfill mapping and data requests, and provide computer systems support.

Public Works Operations

- Oversee the Assistant Public Works Director who will manage daily Public Works operations such as winter plowing, street maintenance, water/sewer system maintenance, hydrant flushing, and others as assigned.
- Formulates policies and coordinates activities in accordance with general policies established by the City Council and City Manager. The Director of Public Works exercises supervision over staff with a variety of skill levels and supervisory maintenance and construction employees.
- Advises the City Manager of pertinent Public Works activities and problems.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Extensive knowledge in construction methods, materials and equipment as applied in municipal public works. Considerable knowledge of the modern principles and practices of municipal public works administration. Working knowledge of finance, administration, and budgeting. Ability to organize, direct and coordinate the activities of the Public Works Department, including long term planning. Have the ability to establish and maintain effective working relationships with employees, other city officials, and the general public.

Considerable administrative and operational public works experience; graduation from a four-year college and certification as a Professional Engineer (PE).

Functional Requirements: Must be available for after hour calls.

SKILLS

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to handle confidential information in a sensitive manner.
- Ability to work efficiently with very little direct supervision.
- Effective oral and written communication skills.
- Excellent interpersonal communication skills.
- Sound judgment and decision-making abilities.
- Problem-solving ability.
- Ability to concentrate in a diverse work setting.
- Ability to take initiative.
- Effective time management skills.

LICENSES AND CERTIFICATES

- Valid Iowa driver's license.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime,

different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The City of Norwalk is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.